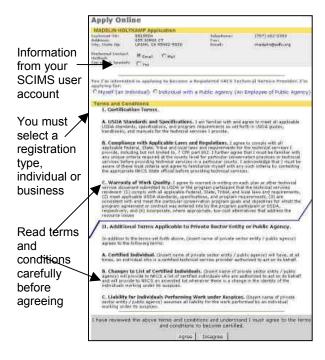
TSP RoadMap: Five Easy Steps to Certification

Step 1: Obtain User Id and Password

- Complete your eGov account application online using the WebCAAF-SR application at: https://webcaafsr.sc.egov.usda.gov/
- 2. Print out the completed form AD-2016.
- Either fax a notarized copy of the form or take it to your local Service Center. Please bring driver's license or passport to verify your identity.
- 4. Service Center personnel will activate your account.

Step 2: Login to TechReg

- 1. Go to http://techreq.usda.gov
- 2. Enter User ID and password at WebCAAF screen.
- 3. Begin online application.



Step 3. Complete Profile Part I

Part I of the TSP Profile requests information on Education, Training, Experience, and



Licensing. The information entered on this page is essential to establishing your qualifications for certification.

- Verify contact information.
- 2. Identify Associated Companies/Agencies.
- 3. Idenitfy Education and Training.
- 4. Itemize Relevant Work Experience.
- 5. List References
- 6. Describe familiarity with NRCS Guidelines.

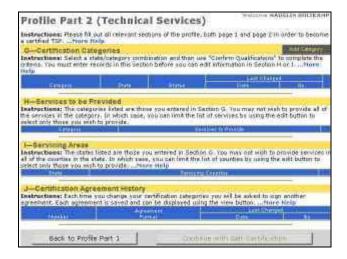


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Step 4: Complete Profile Part II

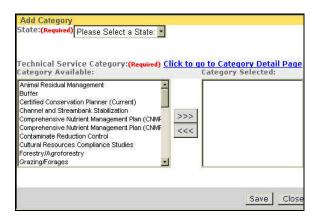
Part II of the TSP Profile matches your qualifications (Part I) with the certification requirements for the services and categories that you are applying for certification to perform.

- 1. Click Add Category to select service states and categories.
- 2. Click Confirm Qualifications to match to Profile Part I.
- 3. Click category row in Section H to add Services to be Provided for that category.
- 4. In Servicing Area, click State to modify list of counties where services will be performed.

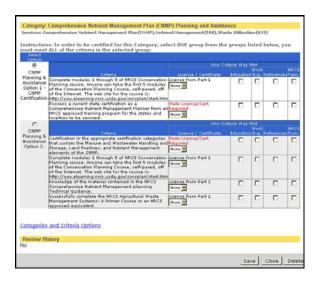


Information linking qualifications in Profile Part I is matched with requirements in Profile Part II through popup screens.

First, state and categories must be selected.



Then, mark items within the option that match your qualifications. **Note:** You only need to match your qualifications to ONE option set. However, some items within option sets are required.



Step 5: Sign Certification Agreement

- 1. Complete all sections.
- 2. Sign Certification Agreement.
- 3. Confirm acceptance of Certification Agreement.

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